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CONGRESS OF THE UNITED STATES  
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To all Departments:

It has been the view of the Joint Committee on Printing for several years that the application of duplicating equipment to Government needs is so broad that departments and agencies have been given wide latitude in fulfilling their duplicating requirements. Within the limitation of the term duplicating, as currently defined by the Joint Committee on Printing, departments and agencies can select a wide range of equipment to satisfy their timely needs for small quantities of forms and documents. Larger quantities, however, can be produced more economically by printing.

Because of this wide latitude, including the acquisition of duplicating equipment without prior approval of the Joint Committee on Printing, it is urged that careful consideration be given to purchase or rental costs or other costs in connection with the operation of that equipment.

On October 10, 1963, the GSA issued Circular No. 317 which announced the initiation of a program to establish and operate a nationwide field duplicating service on a reimbursable basis. The plants are scheduled to be located in multiagency occupied Federal office buildings and also will serve concentrations of Federal offices in some areas.

Prior to the issuance of Circular 317 the Joint Committee on Printing considered and endorsed the program in principle after carefully considering its potential economy and other advantages. That endorsement was based on the policies set forth in the committee's letter of December 7, 1962, as follows:

"... the Joint Committee on Printing has a long-standing, consistently applied Governmentwide policy that it does not delegate the authority to establish Government printing plants, nor does it give continuing, blanket authority to the program establishment of multiple printing plants.

"Consequently, pursuant to that policy, it is the committee's conclusion that (a) requests to establish printing plants within the subject program will be evaluated individually

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with objective consideration being given to the geographical location, the availability of commercial printing services or other existing Government printing services, the nature and volume of the printing needs, etc.; and (b) any (printing) plant authorized to be established will be operated by the General Services Administration, the Government Printing Office, or another appropriate agency, either initially or subsequently, in accordance with justification which meets the committee's requirement of fulfilling the best interests of the Government."

The Government Printing Office maintains field service offices in New York, Chicago, Denver, San Francisco, and Seattle which provide printing and printing procurement services for departments and agencies. The committee long has urged Government agencies to utilize the services provided by these offices in the interest of promoting economy and efficiency. Consequently, in the event any Government agency in the five described areas does not elect to procure its own contract field printing, said procurement shall be done only by the Government Printing Office unless otherwise authorized by the Joint Committee on Printing.

Very truly yours,

*Carl Hayden*

Chairman

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